



Solicitation Information

September 12, 2012

LOI #7458060

TITLE: CERTIFICATION & VERIFICATION OF COMPLIANCE WITH MEAL REQUIREMENTS FOR THE NATIONAL SCHOOL LUNCH PROGRAM

SUBMISSION DEADLINE: OCTOBER 10, 2012 AT 11:30 AM (EDT)

Questions concerning this solicitation must be received by the Rhode Island Division of Purchases at questions@purchasing.ri.gov **no later than September 26, 2012 @ 12:00 noon (EDT)**. Please reference the RFP # on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Questions received, if any, will be posted on the Purchasing website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No
BOND REQUIRED: No

Gail Walsh
State of Rhode Island Division of Purchases

Vendors must register online at the State Purchasing website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for LETTERS of INTEREST
LOI #7458060
Certification and Verification of Compliance with Meal Requirements
for the National School Lunch Program

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified vendors to provide services to support its implementation of requirements identified in the Interim Rule, Certification of Compliance With Meals Requirements for the National School Lunch Program Under the Healthy, Hunger-Free Kids Act of 2010, published in the Federal Register by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) on April 27, 2012.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email Raymond.Lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

BACKGROUND / OVERVIEW

RIDE has a significant project requiring a vendor to provide services to the Rhode Island Department of Education's Child Nutrition Program (Program) to support its implementation of requirements identified in the Interim Rule, *Certification of Compliance With Meals Requirements for the National School Lunch Program Under the Healthy, Hunger-Free Kids Act of 2010*, published in the Federal Register by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) on April 27, 2012.¹

The Interim Rule outlines the requirements of each State as it implements the provisions of the Healthy, Hunger-Free Kids Act of 2010 related to the certification of School Food Authorities (SFAs) to receive an additional 6 cents in Federal reimbursement for National School Lunch Program (NSLP) meals upon their certification as being in compliance with the new meal pattern and nutrient requirements for the NSLP and School Breakfast Program (SBP).

Under the technical guidance of the Program Project Director (Director), the vendor shall perform two (2) tasks that are designed to support the State's objectives with regard to SFA compliance with the new meal pattern, *Nutrition Standards in the National School Lunch and School Breakfast Program* final rule published in the Federal Register on January 26, 2012.²

The Healthy, Hunger-Free Kids Act of 2010 amended the Richard B. Russell National School Lunch Act to include an additional performance based reimbursement (6 cents per lunch) for School Food Authorities (SFAs) which are certified by their State Agency to be in compliance with the new meal pattern and nutrition standards for the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

The "*Certification of Compliance With Meal Requirements for the National School Lunch Program Under the Healthy, Hunger-Free Kids Act of 2010*," Interim Rule outlines the requirements for certifying compliance with the new meal pattern and nutrition standards as outlined in the Final Rule titled, "*Nutrition Standards in the National School Lunch and School Breakfast Program*," published in the Federal Register on January 26, 2012.

USDA FNS also issued Questions and Answers to clarify requirements and support implementation of the Final Meal Pattern Rule and the Interim 6-Cent Rule. These may be found at

<http://origin.www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm>

SFAs certified by their State Agency as in compliance with the new meal pattern and nutrient requirements by October 1, 2012, will be eligible to receive the additional

¹ <http://www.gpo.gov/fdsys/pkg/FR-2012-04-27/pdf/2012-10229.pdf>

² <http://www.gpo.gov/fdsys/pkg/FR-2012-01-26/pdf/2012-1010.pdf>

performance based reimbursement for NSLP meals served on and after that date. SFAs which are not certified by their State by that date will not be eligible for the increased performance based reimbursement until they are certified by their State Agency.

Project

RIDE anticipates a substantially heightened workload in the period immediately before October 1, 2012 through September 2014. The anticipated increase in work volume is expected to result from requirements related to the certification and verification processes as outlined in the Interim Rule.

In lieu of accomplishing the work solely with Program staff, RIDE anticipates contracting with a firm determined capable of efficiently completing:

Task 1: Review of SFA Certification Documentation

Conduct an assessment of electronic submissions of documentation submitted by SFAs to determine whether the SFA's submission is or is not in compliance with the meal pattern requirements per the Final Meal Pattern Rule and the Interim 6 Cent Rule. As a result of the assessment, submit information to the State Agency to provide either (a) evidence for a justification of State Agency certification; or (b) evidence for deficiencies in the SFA submission.

Task 2: Validation Reviews

Perform on-site validation reviews of at least 25 percent of SFAs certified in Rhode Island during School Year 2012-13. This must include all large certified SFAs in the State prior to the end of SY 2012-13. As a result of this assessment, provide written evidence to the State Agency regarding each reviewed SFA's compliance or non-compliance with updated meal patterns.

In School Year 2013-2014, in collaboration with RIDE Nutrition Specialists, perform new consolidated reviews of at least 33% of SFAs. As a result of this review, provide written evidence to the State Agency regarding each reviewed SFA's compliance or non-compliance with updated meal patterns and nutrition specifications.

SCOPE OF THE WORK

Significant Areas:

Significant areas of work for the Certification and Verification of Compliance with Meal Requirements Project are:

- Performance of timely assessments and preparation of summaries which provide evidence of compliance or non-compliance, of SFA submitted certification documents to determine compliance with regulations ,
- Collaboration with Program staff throughout various stages of Project,

- Performance of timely evaluation and documentation of compliance or non-compliance with implementation of the updated meal pattern regulations during on-site reviews at SFAs.

Tasks

Tasks are directly related to the development and implementation of the Certification and Verification Program:

Task 1: Review of SFA Certification Documentation:

Conduct an assessment of electronic submissions of documentation submitted by SFAs to determine whether the SFA's submission is or is not in compliance with the meal pattern requirements per the Final Meal Pattern Rule and the Interim 6 Cent Rule. As a result of the assessment, submit information to the Program to provide either (a) evidence for a justification of RIDE certification; or (b) evidence for deficiencies in the SFA submission.

State Agency Objectives of Task 1:

- The vendor will make accurate assessments of complete submissions that are submitted to RIDE. All assessments will be made within 30 days receipt, so that RIDE may notify SFA's within 60 days of receipt of the certification documentation during school year 2012-1.
- The vendor's assessments will accurately determine whether each SFA submission is or is not compliance with requirements for the 6 cent performance based reimbursement increase, based on criteria provided by the Program to the vendor. These assessments will be clearly communicated to the Program, with sufficient information to substantiate the determination. A recommendation to RIDE on whether the SFA is or is not compliant will be part of the submission by the vendor to the Program.
- Where deficiencies in any particular SFA submission are identified, the vendor will provide detailed recommendations on steps needed to bring the SFA submission into compliance.

Assumptions for the Purpose of Preparing Your Firm's Proposal

- The Program has a total of 81 SFAs consisting of 36 municipal districts, 23 independent schools and 22 residential childcare institutions.
- An estimated 55 of the 81 SFAs in RI will submit complete and comprehensive electronic document forms to the State agency in SY 2012-13.
- An estimated 240 completed certification templates will be submitted to RIDE in SY 2012-13.
- It is assumed that the vendor will be responsible for completing the analysis on 180 of the certification templates submitted to RIDE.
- Each SFA will utilize the USDA electronic certification templates located at: <http://origin.www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm> to document their compliance with the requirements.

- RIDE will use the certification tools provided by USDA FNS for the certification process.
- RIDE will provide materials submitted from each of the SFAs to the vendor within five days of receipt.
- On the basis of the information submitted by the SFAs, the vendor will be required to:
 - Make a determination about whether each of the SFA submissions is or is not compliant with the standards for the 6 cent interim rule. Each determination must be made within 30 days of receipt by the vendor.
 - The determination will include information that depicts the way that the vendor made its determination regarding compliance.
 - The vendor will make a recommendation to the State Agency about certification, assessing whether the SFA submission is or is not in compliance with the 6 cent performance based standards.
 - To the extent that the vendor identifies that an SFA submission is not in compliance, the vendor will provide the State Agency with a recommended set of steps to communicate to the SFA to make necessary revisions. The recommendations for revision will attempt to minimize the level of changes to the initial SFA submission that are necessary to bring it into compliance.
 - The vendor may conduct the reviews at its location and does not need to travel to the RIDE offices except for routine update meetings. All necessary communication with the State Agency will be conducted through telephone calls and other electronic means.

Subtasks and Deliverables Associated with Task 1

Subtask 1.1. Kickoff Meeting

- The vendor shall participate in a Kickoff Meeting to discuss the implementation of Task 1.
- The meeting shall take place at RIDE.
- The vendor shall prepare an agenda for the Kickoff Meeting that will outline key topics for discussion and identify where clarification is requested with regards to the implementation of Task 1.

Deliverables Associated with Subtask 1.1:

- 1.1.1 Draft Kickoff Meeting Agenda due 5 days following notification of award.
 - The Program will provide feedback within 2 business days.
- 1.1.2 Final Kickoff Meeting Agenda due 2 days following receipt of the Program's feedback

Subtask 1.2. Draft Implementation Plan for Reviews of SFA Submissions

- The vendor will provide a Draft Implementation Plan that explains the process it will undergo for each SFA submission. The Draft Implementation Plan will address the following:
 - The skills and experience of the vendor staff proposed to implement Task 1.

- The process the vendor will use to evaluate certification documentation including use of certification tools provided by FNS.
- A schedule for implementation of Subtask 1.

Deliverables Associated with Subtask 1.2:

- 1.2.1 Draft Implementation Plan (due 5 days following Kickoff Meeting)

Subtask 1.3. Final Implementation Plan for Reviews of SFA Submissions

- Within 3 business days of the receipt of Deliverable 3.2.1, RIDE will provide feedback.
- Within 2 business days of receipt of RIDE feedback, the vendor will provide a Final Implementation Plan that addresses the feedback provided.

Deliverables Associated with Subtask 1.3:

- 1.3.1 Final Implementation Plan (due 2 days following receipt of feedback from RIDE on Deliverable 1.2.1)

Subtask 1.4. Reports on Review of SFA Submissions Based on Final Implementation Plan

- The Program will provide the electronic submissions from SFAs in RI within five days of receipt. The vendor will review these materials and prepare Reports on the Review of SFA submissions, which will include the following for each SFA submission reviewed:
 - A positive or negative recommendation of State Agency certification for performance based reimbursement
 - Clear information that justifies the positive or negative recommendation
 - For SFA submissions that the vendor finds had a negative recommendation, a recommendation of the type(s) of revisions that are needed such that a re-submission would be compliant with the criteria under the 6 cent performance based review.

Deliverables Associated with Subtask 1.4:

- 1.4.1 Reports on Review of SFA Submissions within 45 days of receipt from State agency.

Subtasks and Deliverables Associated with Task 2

SY 2012-2013

Perform on-site validation reviews of at least 25 percent of SFAs that were certified in SY 2012-13. This must include all large certified SFAs in the State prior to the end of School Year 2012-13. As a result of this assessment, provide written evidence to the State Agency regarding each reviewed SFA's compliance or non-compliance with updated meal patterns.

SY 2013-2014

Collaborate with RIDE Program Specialists in conducting new consolidated review process in 33% of the SFA's in the National School Lunch Program.

State Agency Objectives of Task 2:

- In school year 2012-13, confirm that at least 25 percent of certified SFAs have been and continue to meet the updated meal patterns from the beginning of certification.
- Receive reliable information about the extent to which at least 25 percent of certified SFAs are or are not compliant with regulations related to the nutritional quality of their school lunch and school breakfast meal service based on:
 - Observation of one meal service for one day at 1 school for each type of certified menu
 - A review of school production records for observed meals to ensure the meal service meets the updated meal pattern requirements
 - Review of the documentation submitted for certification
- Based on the meal service observation and school production record review, receive a written rationale regarding the extent to which the vendor judges each school and each SFA reviewed to be in compliance or not in compliance.
 - For schools and SFAs identified as not being in compliance with the requirements under the Final Meal Pattern Rule, recommend to the Program steps that would support bringing about necessary change to support realistic program improvement.
- In school year 2013-14, collaborate with RIDE CNP staff to perform the new consolidated Coordinated Review Effort (CRE) and School Meal Initiative (SMI) monitoring systems. Currently, these processes include:
 - Review, observe and document information about the extent to which at least 33 percent of SFAs are or are not compliant with Program regulations related to:
 - Free and Reduced Price Process
 - Food Quantities, Meal Patterns and Nutrition Specifications
 - Wellness
 - Civil Rights
 - Monitoring
 - Reporting and Record Keeping
 - The vendor would conduct the review process related to food quantities, meal patterns and nutrition specifications.
- Based on this process, prepare a written rationale regarding the extent to which the vendor judges each school and each SFA reviewed to be in compliance or not in compliance.
 - For schools and SFAs identified as not being in compliance with the requirements under the Final Meal Pattern Rule, recommend to the Program steps that would support bringing about necessary change to support realistic program improvement.

Assumptions for the Purpose of Preparing Your Firm's Proposal

For the 2012-2013 school year

- RIDE estimates that 55 SFAs will have been certified in 2012-13, resulting in a validation sample of 15 SFAs encompassing 240 completed menu type templates (certified in 2012-2013) representing 112 individual schools.
- RIDE will request that your firm visit at least 11 randomly selected SFAs within the State.
- It is assumed that the vendor will be responsible for conducting validation reviews at 78 schools.
- The Program will select SFA's and schools for the SY 2012-13 validation reviews and will communicate this information to the vendor.
- The earliest an SFA can begin receiving the 6 cents reimbursement is October 1, 2012.
- The on-site validation must take place between October 1, 2012 and the end of the 2012-13 School Year in each selected SFA.
- The RIDE selected SFAs will be spread across the State geographically. RIDE will reimburse your firm for actual costs incurred for travel to / from the training site.
- Within each selected SFA, the Program will be required to identify one school representing each menu type submitted for certification subject to an on-site validation review.
 - The vendor will be required to communicate directly with the SFA and its schools to schedule its visits.
 - The Program, seeking to minimize costs and burden upon the SFA, will require that all school-level visits take place during the same visit by vendor staff member(s) to the SFA.
- For each selected school which serves both NSLP lunches and SBP breakfasts, an observation of both lunches and breakfasts will be required to determine SFA compliance with the updated meal patterns.
- The Program will provide your firm with all documentation that sampled SFAs submitted to RIDE in the 6 cents review certification process.
- Each SFA will have the required documentation that supported their submission to the Program, as outlined in the 6 cents certification requirements, on-hand and ready to provide to the vendor staff upon their arrival.
- The review of the records will take place at the schools being reviewed or in the office the SFA.
- The meal production records provided by the schools your firm visits will be comprehensive.

For the 2013-14 school year

- The Program will select SFA's (and specific schools within each SFA) for the SY 2013-14 new consolidated reviews, and will communicate this information to the vendor.
- The current processes include the following elements:
 - Free and Reduced Price Process
 - Food Quantities, Meal Patterns and Nutrition Specifications
 - Wellness
 - Civil Rights
 - Monitoring

- Reporting and Record Keeping
- The Program will schedule the reviews.
- Each review will be conducted by a team lead by a RIDE Program Specialist and including the vendor.
- As estimated 27 SFAs will be selected for the new consolidated review process.

Subtask 2.1. Kickoff Meeting

- The vendor shall participate in a Kickoff Meeting to discuss the implementation of Task 2.
- The meeting shall take place at RIDE.
- The vendor shall prepare an agenda for the Kickoff Meeting that will outline key topics for discussion and identify where clarification is requested with regards to the implementation of Task 2.

Deliverables Associated with Subtask 2.1:

- 2.1.1 Draft Kickoff Meeting Agenda due 7 days following notification of award.
 - RIDE Project Director will provide feedback within 2 business days.
- 2.1.2 Final Kickoff Meeting Agenda due 2 days following receipt of the Program Project Director's feedback

Subtask 2.2. Draft Implementation Plan for Site Validation Reviews and Consolidated Reviews

- The vendor will provide a Draft Implementation Plan that explains the process it will undergo to plan and conduct each set of visits to SFAs identified by the Program. The Draft Implementation Plan will address the following:
 - The skills and experience of the vendor staff proposed to implement Task 2.
 - The process the vendor will use to evaluate certification documentation including use of certification tools provided by FNS.
 - A schedule for implementation of Task 2.
 - A plan for communicating with each SFA included in Task 2 to notify the SFA of the purpose and timeframe for the site visit in their SFA and in their schools. This will include a draft letter that will be used for this purpose and contact information for the SFA to use if they seek to contact the vendor in the planning process.
 - A plan for how meal service observation will be conducted by the vendor that will ensure both high quality collection of relevant data and a minimal level of disruption to the normal flow of meal service in each school visited.
 - A plan for how school-level production records will be reviewed and used in Task 2.

Deliverables Associated with Subtask 2.2:

- 2.2.1 Draft Implementation Plan (due 5 days following Kickoff Meeting)

Subtask 2.3. Final Implementation Plan for Site Validation Reviews and Consolidated Reviews

- Within 3 business days of the receipt of Deliverable 2.2.1, the Program Project Director will provide feedback.
- Within 2 business days of receipt of Program Project Director feedback, the vendor will provide a Final Implementation Plan that addresses the feedback provided.

Deliverables Associated with Subtask 2.3:

- 2.3.1 Final Implementation Plan (due 2 days following receipt of feedback from the Program Project Director on Deliverable 2.2.1)

Subtask 2.4. Report(s) on Site Visits for Validation Reviews

The vendor will provide, based on evidence gathered during the SFA visits conducted under Task 2, Report(s) to the Program that addresses the following elements for each SFA and School visited:

- Whether the meal service observed was or was not in compliance with meal pattern requirements.
- Justification for how the vendor determined that the meal service observed was or was not in compliance with meal pattern requirements.
- Whether the production records reviewed suggested that meal service is or is not being implemented in a manner consistent with meal pattern requirements.
- Justification for how the vendor made its determination regarding the production records.
- To the extent that the vendor identified, through meal service observation and / or production records, any evidence of non-compliance with existing meal pattern requirements, a recommendation to the Program about those steps that RIDE may consider for addressing these issues and encouraging compliance.

Deliverables Associated with Subtask 2.4:

- 2.4.1 Report(s) on Site Visits to SFAs (due 5 days following each site visit completion)

Subtask 2.5. Report(s) on Site Visits for Consolidated Reviews

The vendor will provide, based on evidence gathered during the SFA visits conducted under Task 2, Report(s) to the Program that addresses the elements (to be determined) for each SFA and School visited. Based on the current process, the following elements will probably be included in the consolidated process:

- Whether the meal service observed was or was not in compliance with meal pattern requirements.
- Justification for how the vendor determined that the meal service observed was or was not in compliance with meal pattern requirements.
- Whether the production records reviewed suggested that meal service is or is not being implemented in a manner consistent with meal pattern requirements.
- Justification for how the vendor made its determination regarding the production records.
- Whether the nutritional analysis of the menu offered was or was not in compliance with nutritional requirements.

- Justification for how the vendor made its determination regarding the nutritional analysis of the menu offered.
- To the extent that the vendor identified, through meal service observation and / or production records, any evidence of non-compliance with existing meal pattern requirements, a recommendation to the Program about those steps that RIDE may consider for addressing these issues and encouraging compliance.

Deliverables Associated with Subtask 2.5:

- 2.5.1 Report(s) on Site Visits to SFAs (due 5 days following each site visit completion)

Project Schedule and Deliverables

Summary of Certification of Compliance Goals and Task Deliverables		
Goals	Deliverables	Date Parameters
Certification and Verification of SFAs Compliance with Meal Requirements for the NSLP	See Detailed Project Plan for deliverables with tasks identified under Task in Appendix B, Form 1.	10/12 – 9/30/2014

Additional Vendor Requirements/Qualifications

Vendor must have childhood nutrition background, school food service experience in monitoring/assessing compliance in complex programs / initiatives with multiple partners, experience in writing complex reports and interpreting policies/regulations.

Terms of the Contract

The Contract will begin upon issuance of state purchase order (approximate **October 2012** and end **September 30, 2014**. The scope of the work may be modified by RIDE prior to beginning work on a given task and is subject to available funding. RIDE retains the option of granting a time extension of up to **12 months** with additional funding if available and if the level of work is expanded by mutual written consent.

Cost Proposal/Terms of Payment

The vendor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Cost proposals must fall within the range below for each period as follows:

Project	SFY 2013	SFY2013	SFY 2014	Total
Child Nutrition Meal Pattern Technical Assistance Funds	\$70,200	\$84,825	\$20,475	\$175,500
TOTAL	\$70,200	\$84,825	\$20,475	\$175,500

The total cost of the contract is not to exceed **\$175,500**

Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766.

Proposals (an original plus 3 copy) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described above, original plus 3.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

Deliver to:

RI Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Vendor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

Technical Proposal Required Elements

1. Vendor understanding of the Issues (10 points)
2. Work Plan (25 points)
3. Capacity of the Agency Effectively to

- | | |
|--|-------------|
| Administer the Project | (25 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (20 points) |
| 5. Cost Proposal | (20 points) |

APPENDIX A

BUDGET Multi-Year Projects

The Vendor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>		
	Year 13	Year 14	Year 15
1. Salary	0	0	0
2. Fringe Benefits	0	0	0
3. Consultant	0	0	0
4. In-State Travel	0	0	0
5. Out-of-State Travel	0	0	0
6. Printing	0	0	0
7. Office Expense	0	0	0
8. Telephone	0	0	0
9. Educational Materials	0	0	0
10. Equipment	0	0	0
11. Data Processing	0	0	0
12. Rental	0	0	0
13. Other	0	0	0
14.	0	0	0
15.	0	0	0
16.	0	0	0
17.	0	0	0
Subtotal	0	0	0
Indirect Cost*	0	0	0
TOTAL	0	0	0

* Must attach the approved indirect cost plan from the federal government

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Vendor on behalf of this Agreement and to be claimed by the Vendor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Vendor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Vendor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET FISCAL YEAR 2013

(Please note each item listed on this detail budget sheet will be a separate line item on the state issued purchase order)

SALARY DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
TOTAL REQUEST			\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST
TOTAL REQUEST		

BUDGET DETAIL SHEET FISCAL YEAR 2014

(Please note each item listed on this detail budget sheet will be a separate line item on the state issued purchase order)

SALARY DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
TOTAL REQUEST			\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST
TOTAL REQUEST		

BUDGET DETAIL SHEET FISCAL YEAR 2015

(Please note each item listed on this detail budget sheet will be a separate line item on the state issued purchase order)

SALARY DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
TOTAL REQUEST			\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST
TOTAL REQUEST		

APPENDIX B

Form 1

DETAIL PROJECT PLAN

Level of Effort Workflow and Timelines

Certification and Verification of Compliance with Meal Requirements

Tasks	Subtasks
<p>Task 1:</p> <p>A. The vendor will make accurate assessments of complete submissions that are submitted to RIDE. All assessments will be made within 30 days receipt, so that RIDE may notify SFA's within 60 days of receipt of the certification documentation during school year 2012-13.</p> <p>B. The vendor's assessments will accurately determine whether each SFA submission is or is not compliance with requirements for the 6 cent performance based reimbursement increase, based on criteria provided by the Program to the vendor. These assessments will be clearly communicated to the Program, with sufficient information to substantiate the determination. A recommendation to RIDE on whether the SFA is or is not compliant will be part of the</p>	<p>Subtask 1.1. Kickoff Meeting</p> <ul style="list-style-type: none"> • The vendor shall participate in a Kickoff Meeting to discuss the implementation of Task 1. • The meeting shall take place at RIDE. • The vendor shall prepare an agenda for the Kickoff Meeting that will outline key topics for discussion and identify where clarification is requested with regards to the implementation of Task 1.
	<p>Subtask 1.2. Draft Implementation Plan for Reviews of SFA Submissions</p> <p>The vendor will provide a Draft Implementation Plan that explains the process it will undergo for each SFA submission. The Draft Implementation Plan will address the following:</p> <ul style="list-style-type: none"> ○ The skills and experience of the vendor staff proposed to implement Task 1. ○ The process the vendor will use to evaluate certification documentation including use of certification tools provided by FNS. ○ A schedule for implementation of Subtask 1.
	<p>Subtask 1.3. Final Implementation Plan for Reviews of SFA Submissions</p> <ul style="list-style-type: none"> • Within 3 business days of the receipt of Deliverable 3.2.1, RIDE will provide feedback. • Within 2 business days of receipt of RIDE feedback, the vendor will provide a Final Implementation Plan that addresses the feedback provided.

<p>submission by the vendor to the Program.</p> <p>C. Where deficiencies in any particular SFA submission are identified, the vendor will provide detailed recommendations on steps needed to bring the SFA submission into compliance.</p>	<p>Subtask 1.4. Reports on Review of SFA Submissions Based on Final Implementation Plan</p> <ul style="list-style-type: none"> • The Program will provide the electronic submissions from SFAs in RI within five days of receipt. The vendor will review these materials and prepare Reports on the Review of SFA submissions, which will include the following for each SFA submission reviewed: <ul style="list-style-type: none"> ○ A positive or negative recommendation of State Agency certification for performance based reimbursement ○ Clear information that justifies the positive or negative recommendation ○ For SFA submissions that the vendor finds had a negative recommendation, a recommendation of the type(s) of revisions that are needed such that a re-submission would be compliant with the criteria under the 6 cent performance based review.
<p>Task 2:</p> <p>A. In school year 2012-13, confirm that at least 25 percent of certified SFAs have been and continue to meet the updated meal patterns from the beginning of certification.</p> <p>B. Receive reliable information about the extent to which</p>	<p>Subtask 2.1. Kickoff Meeting</p> <ul style="list-style-type: none"> • The vendor shall participate in a Kickoff Meeting to discuss the implementation of Task 2. • The meeting shall take place at RIDE. • The vendor shall prepare an agenda for the Kickoff Meeting that will outline key topics for discussion and identify where clarification is requested with regards to the implementation of Task 2.

<p>at least 25 percent of certified SFAs are or are not compliant with regulations related to the nutritional quality of their school lunch and school breakfast meal service based on:</p> <ul style="list-style-type: none"> C. Observation of one meal service for one day at 1 school for each type of certified menu D. A review of school production records for observed meals to ensure the meal service meets the updated meal pattern requirements E. Review of the documentation submitted for certification F. Based on the meal service observation and school production record review, receive a written rationale regarding the extent to which the vendor judges each school and each SFA reviewed to be in compliance or not in compliance. G. For schools and SFAs identified as not being in compliance with the requirements under the Final Meal Pattern Rule, recommend to the Program steps that would support bringing about necessary change to support realistic program improvement. 	<p>Subtask 2.2. Draft Implementation Plan for Site Validation Reviews and Consolidated Reviews</p> <ul style="list-style-type: none"> • The vendor will provide a Draft Implementation Plan that explains the process it will undergo to plan and conduct each set of visits to SFAs identified by the Program. The Draft Implementation Plan will address the following: <ul style="list-style-type: none"> ○ The skills and experience of the vendor staff proposed to implement Task 2. ○ The process the vendor will use to evaluate certification documentation including use of certification tools provided by FNS. ○ A schedule for implementation of Task 2. ○ A plan for communicating with each SFA included in Task 2 to notify the SFA of the purpose and timeframe for the site visit in their SFA and in their schools. This will include a draft letter that will be used for this purpose and contact information for the SFA to use if they seek to contact the vendor in the planning process. ○ A plan for how meal service observation will be conducted by the vendor that will ensure both high quality collection of relevant data and a minimal level of disruption to the normal flow of meal service in each school visited. ○ A plan for how school-level production records will be reviewed and used in Task 2. <p>Subtask 2.3. Subtask 2.3. Final Implementation Plan for Site Validation Reviews and Consolidated Reviews</p> <ul style="list-style-type: none"> • Within 3 business days of the receipt of the Draft Implementation Plan, the Program Project Director will provide feedback. • Within 2 business days of receipt of Program Project Director feedback, the vendor will provide a Final Implementation Plan that addresses the feedback provided.
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	<p>Subtask 2.4. Report(s) on Site Visits for Validation Reviews SY 12-13</p> <p>The vendor will provide, based on evidence gathered during the SFA visits conducted under Task 2, Report(s) to the Program that addresses the following elements for each SFA and School visited:</p> <ul style="list-style-type: none"> • Whether the meal service observed was or was not in compliance with meal pattern requirements. • Justification for how the vendor determined that the meal service observed was or was not in compliance with meal pattern requirements. • Whether the production records reviewed suggested that meal service is or is not being implemented in a manner consistent with meal pattern requirements. • Justification for how the vendor made its determination regarding the production records. • To the extent that the vendor identified, through meal service observation and / or production records, any evidence of non-compliance with existing meal pattern requirements, a recommendation to the Program about those steps that RIDE may consider for addressing these issues and encouraging compliance.
	<p>Subtask 2.5. Report(s) on Site Visits for Consolidated Reviews SK 13-14</p> <p>The vendor will provide, based on evidence gathered during the SFA visits conducted under Task 2, Report(s) to the Program that addresses the elements (to be determined) for each SFA and School visited. Based on the current process, the following elements will probably be included in the consolidated process:</p> <ul style="list-style-type: none"> • Whether the meal service observed was or was not in compliance with meal pattern requirements. • Justification for how the vendor determined that the meal service observed was or was not in compliance with meal pattern requirements. • Whether the production records reviewed suggested that meal service is or is not being implemented in a manner consistent with meal pattern requirements. • Justification for how the vendor made its determination regarding the production records. • Whether the nutritional analysis of the menu

	<p>offered was or was not in compliance with nutritional requirements.</p> <ul style="list-style-type: none"> • Justification for how the vendor made its determination regarding the nutritional analysis of the menu offered. • To the extent that the vendor identified, through meal service observation and / or production records, any evidence of non-compliance with existing meal pattern requirements, a recommendation to the Program about those steps that RIDE may consider for addressing these issues and encouraging compliance.
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